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18 November 1953

MEMORANDUM FOR: Chairman, CIA Career Service Board

SUBJECT: DD/A Memorandum to Chairman, CIA Career Service Board dated 5 November 1953, "Responsibility for the Assignment and Career Development of General Administrative Personnel."

1. At a meeting held by the DC/I with the Assistant Directors of the Intelligence Offices, it was unanimously agreed that the DD/A should not have primary responsibility for the assignment of career employees to administrative positions under the jurisdiction of the Assistant Directors, and that career employees in this category should not receive the career designation "CD-A" unless the subject individual chooses to affiliate himself with the appropriate DD/A Career Service Board.

2. Considering the nature of the duties performed by administrative personnel assigned to the operating offices and the special relationship existing between such individuals and the Assistant Director concerned, it was the unanimous agreement that it was essential that ultimate control over such individuals and the subject positions must rest with the Assistant Directors. It is the consensus of the group that the DD/A proposal is fundamentally unsound in that it would require the individual to serve two masters -- on the one hand to assist the Assistant Director in the internal administration of the Office and to serve as the staff agent for the office in securing appropriate administrative support from the DD/A and on the other hand to serve, in essence, as an employee of DD/A, looking to him for his promotions, reassignments, and other actions affecting his career development.

3. Considering the importance of the experience and training in a particular Office's program of work as a prerequisite in many instances for appointment to administrative positions, and the desirability of fostering interchange between program and administrative work, the Assistant Directors further indicated that they saw no reason why the Office concept of career service was not as appropriate for administrative type positions as any other type. They, therefore, were opposed to the DD/A proposal that career employees engaged in administrative work should receive the career designation of the appropriate DD/A Career Service Board.

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4. It was agreed that it was most desirable that there be an opportunity for the rotation of assignment of administrative personnel among the components of the Agency. It was believed, however, that this could be accomplished through mutual cooperation among the appropriate career service boards without the necessity of assigning primary responsibility for assignment of the subject employees to the DD/A Career Service Board.

5. The DD/I and the Assistant Directors recommended that the following alternate conclusions to the DD/A memorandum be recommended for approval by the CIA Career Service Board:

a. Each Assistant Director shall continue to have primary responsibility for the assignment of career employees to administrative type positions under his jurisdiction. The DD/A shall advise and assist the Assistant Directors on actions affecting such positions, including recommendations concerning selection, assignment, training, rotation and career development.

b. Personnel occupying administrative type positions at the office level shall continue to be assigned to their present office career service board if they desire to continue under its jurisdiction.

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Acting Deputy Director/Intelligence

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